

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814



December 18, 1975

ALL-COUNTY LETTER NO. 75-260

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: EDUCATION TRAINING SERVICE (ETS) PROGRAM - WORKMEN'S COMPENSATION
INSURANCE

REFERENCE:

Introduction

This letter is to provide instructions on the above subject and supersedes all other previous instructions.

Department of Health has established a policy of covering counties under the State's Blanket Compensation Insurance Fund for those counties providing education training service in accordance with their approved plan under the federal and state social services regulations for Title XX. The ETS Program services cannot be provided unless they were included in the County's Title XX Services Plan.

Federal and State regulations require that workmen's compensation insurance protection or its equivalent be provided for all persons participating in this program. Authorized representatives of the State Compensation Insurance Fund (SCIF) have the right to inspect the work places under ETS at any time.

The State Department of Benefit Payments (DBP) has obtained an amendment to its blanket compensation insurance policy for the Education Training Services Program from SCIF to include coverage for Public Assistance recipients working on approved projects. The blanket policy is administered by and through the DBP for the participating County Welfare Department. The premium cost to each county will include the cost of DBP administration on a prorata basis. Any dividends from SCIF will be returned to the counties on the same prorata basis.

Procedure for Joining DBP Blanket SCIF Workmen's Compensation Insurance

The following procedures will apply to those counties who wish to be included under the State's blanket workmen's compensation insurance policy.

1. The county must send a letter to the DBP Accounting Bureau stating that "We wish to be included as ETS participants under the State's Blanket Workmen's Compensation Insurance Fund Policy Number 107083."
2. Upon receipt of this letter, DBP will notify the SCIF who will add the county to the list of agencies covered under the policy.
3. DBP will notify the County Welfare Department (CWD) and DOH that the request in Step No. 2 above has been made to SCIF.
4. SCIF will forward a "Certificate of Coverage" to the county, confirming the coverage under the blanket policy.

Reporting ETS Program Activity for Workmen's Compensation Insurance Coverage

A report of hours worked by each participant is necessary because workmen's compensation insurance costs are based on the total wage hour credits reported by counties. If this information is not reported, the ETS participating recipient will not be covered under the policy.

1. Each county who is insured under the State's blanket workmen's compensation insurance policy must report the following information on the "Monthly Education Training Report", Form DFA 313 (Copy attached):
 - a. Name of each welfare recipient participating in the ETS program.
 - b. Case number of the participating recipient.
 - c. Total monthly wage hour credits of the participating recipient.

If an additional supply of Form DFA 313 is needed, please obtain them through the normal county welfare department channels.

2. The county welfare department will complete the Training Report Forms DFA 313 and forward them to DBP Accounting Bureau, 744 P Street, Sacramento, CA 95814.

Since no wages are paid to ETS participants, the SCIF will charge a premium for this coverage on the basis of the minimum hourly wage rate times the total number of wage hour credits reported. No provision shall be made to reduce the wage hour credits in order to represent deduction from wages (i.e., Income Tax, FICA, retirement, etc.)

ETS Insurance Costs

For counties who choose to be covered under the State blanket compensation insurance policy with SCIF, the following procedures will apply:

- a. DBP will determine each county's share of the State blanket compensation insurance costs from DFA 313 reports received from counties.
- b. The county's share of compensation insurance costs will be invoiced by DBP for payment by county warrant.

- c. Each county will claim the amount paid to DBP for the SCIF insurance policy on their administrative expense claim as a direct charge to social services, Group III-A on the DFA 325.3. If you have any questions regarding administrative claiming procedures, please contact Bobi Gould, Fiscal Planning Bureau, at (916) 445-7046.
- d. The federal share of SCIF costs will be reimbursed from the county's Social Service allocation.

Reporting Injury Claims

1. In cases of injuries sustained by participating recipients in the ETS activities, the county must report immediately and directly to the State Compensation Insurance Fund on its special injury report form.
2. Upon request, the SCIF will provide special reporting forms and instructions for counties to report injuries.
3. Please do not send copies of the SCIF injury reports to DBP.


Dividends from SCIF

Any dividends received from SCIF under the ETS program will be returned to counties on a ratio based on amount of SCIF insurance premium purchased by county to total SCIF insurance premium purchased by all counties for the appropriate fiscal year.

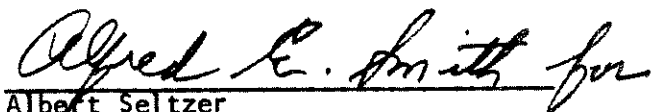
Such dividends received by counties will be shown as reduction of social services expenditures by federal and county shares on the county's current administrative expense claims.

For any questions regarding Workmen's Compensation Insurance costs, reporting wage hour credits, or billing procedures, please contact Mike Shamrock, Chief Accounting Bureau, or his assistant, Kikuji Ryugo, at (916) 445-0686.

Sincerely,



GARY G. ADAMS
Deputy Director
Administration
Department of Benefit Payments



Albert Seltzer
Chief,
Social Services Branch
Department of Health

cc: CWDA

Attachment

STATE DEPARTMENT OF BENEFIT PAYMENTS
ACCOUNTING BUREAU
744 P STREET, MAIL STATION 13-72
SACRAMENTO, CALIFORNIA 95814

DFA 313 (11/75)